

City of Rockville
FY 2019 Grant Process for Community Organizations
INSTRUCTIONS

Any applications that do not comply with the instructions below may not be recommended for funding.

1. **Eligibility** – Only nonprofit organizations that provide services to Rockville residents are eligible to apply. Organizations that provide human services should apply using the Human Services Nonprofit application. Applications for Human Services/caregiver grants are on a biennial schedule and are not being accepted in FY 2019.
2. **Deadline** – All applications and attachments must be received by the City of Rockville City Manager's Office by **Wednesday December 20, 2017 at 5 p.m.**
3. **Application Form**: All applications must be filed electronically.
4. **Instructions for online form.**

To begin the process please provide a name and email address for the contact person completing the application, as well as the Executive Director and Board President. Click on "Begin Signing" to start the application.

When the application form has been completed, click "Finish."

The application will then be routed to the Executive Director, and then to the Board President for electronic signatures.

When the form has been electronically signed, you will receive the completed document by email. The City of Rockville will receive it at the same time.

5. **Required Attachments and Signatures** – The application must be signed and dated by both the Executive Director and President of the Board of the organization. If the same person holds both positions, a second leadership signature from an authorized Board member is required. A copy of each of the following attachments must be included with the application.
 - A copy of the organization's most recent audit or financial statement.
 - Board Roster identifying officers.

6. **Fiscal Year** – The fiscal period used for Rockville funding is July 1 through June 30. All applicants must use this funding period for providing information requested in the grant application. For this application, the Current Year is defined as Fiscal Year 2018 (July 1, 2017 through June 30, 2018). The Grant year is defined as Fiscal Year 2019 (July 1, 2018 through June 30, 2019).
7. **Grant Award Notification** – All applicants will be notified in writing of the grant recommendations made by the City Manager to the Mayor and Council. Applicants will have an opportunity to speak in support of their grant request at a Budget Public Hearing following that date in the Mayor and Council Chambers at Rockville City Hall, 111 Maryland Avenue in Rockville. The dates for budget hearings have not yet been finalized; please check the City at a later date for a schedule if you are interested in speaking. Final decisions will be made by the Mayor and Council on the City's Fiscal Year 2019 budget in or around May 2017. Notification of grant awards will be mailed shortly thereafter.